

## Message Text

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12

ORIGIN VO-03

INFO OCT-01 SCA-01 ISO-00 ARA-06 EUR-12 EA-07 NEA-10 AF-06

/046 R

DEPARTMENT

FS

DRAFTED BY SCA/VO:EBDANE:CLK

APPROVED BY SCA/VO:NJKRIEG

----- 096129

R 041622Z SEP 75

FM SECSTATE WASHDC

TO AMEMBASSY CARACAS

AMCONSUL TORONTO

AMCONSUL MONTREAL

AMCONSUL VANCOUVER

AMCONSUL SAO PAULO

AMCONSUL RIO DE JANEIRO

AMEMBASSY BUENOS AIRES

AMCONSUL HONG KONG

AMEMBASSY ATHENS

AMEMBASSY TEL AVIV

AMEMBASSY KINGSTON

AMEMBASSY ROME

AMCONSUL MILAN

AMCONSUL NAPLES

AMEMBASSY LIMA

AMEMBASSY NASSAU

AMEMBASSY MADRID

AMEMBASSY TEHRAN

AMEMBASSY TEGUCIGALPA

AMEMBASSY SEOUL

AMEMBASSY WARSAW

AMEMBASSY SANTIAGO

AMEMBASSY SAN JOSE

AMCONSUL BOMBAY

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AMEMBASSY PANAMA

AMEMBASSY PORT OF SPAIN

AMEMBASSY BANGKOK  
AMEMBASSY HELSINKI  
AMCONSUL JOHANNESBURG

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VISAS

E.O. 11652: N/A

TAGS: CVIS

SUBJECT: REVISED NIV FORMAT: OPERATIONAL CONTROL AND  
IMPACT

REF: STATE 159066, 159067

1) THIS MESSAGE REVISES, UPDATES AND REPLACES STATE  
159066. ALL ADDRESSEES ARE URGED TO PAY CLOSE HEED TO ITS  
CONTENTS IN SHIFTING OVER TO REVISED NIV FORMAT.

2) NEW VISA FORMAT WILL BOTH NECESSITATE AND FACILITATE  
TIGHTER OFFICER CONTROL OVER VISA ISSUING PROCESS. AT SAME  
TIME A SIGNIFICANT NET IMPROVEMENT IN THE OPERATIONAL  
EFFICIENCY OF POSTS' NIV SECTIONS IS EXPECTED TO  
RESULT.

3) ADOPTION OF REVISED NIV FORMAT WITH INTEGRAL FACSIMILE  
OFFICER SIGNATURE WILL AUTOMATE VISA SIGNING TASK THUS  
ALLOWING OFFICERS MORE TIME FOR MANAGING NIV SECTION WORK,  
EXAMINING VISA CASES AND GENERALLY EXERCISING TIGHTER  
CONTROL OVER ENTIRE VISA ISSUING PROCESS.

4) ASSURING FIRM CONTROL IS OF PRIME IMPORTANCE BECAUSE  
FACSIMILE SIGNATURE CREATES AT LEAST THEORETICAL OPPOR-

TUNITY FOR A LOCAL EMPLOYEE VISA MACHINE OPERATOR TO  
PRINT SIGNED AND OTHERWISE COMPLETE NIV'S WHOSE ISSUANCE  
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HAS NOT BEEN PROPERLY AUTHORIZED BY AN OFFICER. IT IS  
THEREFORE ESSENTIAL THAT ADDRESSEES MAKE FULL USE OF  
THE SECURITY FEATURES THAT ARE BUILT INTO THE TODD/  
BURROUGHS VISA PRINTING MACHINES FOR EXECUTIVE CONTROL  
PURPOSES.

5) AS POSTS ARE AWARE, THIS EXECUTIVE CONTROL SYSTEM IS  
DESIGNED TO ENSURE THAT THE PRINTING OF EACH VISA IS  
RECORDED BY THE TAMPER PROOF COUNTING DEVICE LOCATED NEAR

THE TOP OF EACH VISA MACHINE'S CASE. EFFECTIVE OFFICER CONTROL CAN THUS BE MAINTAINED BY PERIODICALLY RECONCILING (A) THE NUMBER OF VISAS REFLECTED AS PRINTED BY THE COUNTING DEVICES ON THE POST'S MACHINES AND (B) THE NUMBER OF VISAS AUTHORIZED FOR ISSUANCE BY THE VISA OFFICERS.

6) THE RECOMMENDED PROCEDURE IS TO RECONCILE (A) AND (B) ON A DAILY BASIS, BUT DEPT RECOGNIZES THAT PROCEDURAL DETAILS AT EACH POST MUST BE WORKED OUT IN CONTEXT OF LOCAL CONDITIONS BY OFFICERS AND STAFF ON THE SCENE.

7) DEPT ALSO RECOGNIZES THAT EVEN EXACT RECONCILIATION OF NUMBERS OF VISAS AUTHORIZED AND PRINTED MAY POSE DIFFICULTIES IN CONTEXT OF SOME POSTS' OPERATIONAL SITUATIONS. IN SUCH A CASE, DEPT WILL LEAVE IT TO THE POST TO DEVISE A SUBSTITUTE SOLUTION TO THIS PROBLEM OF MAINTAINING FIRM OFFICER CONTROL, BUT ALL POSTS MUST REPEAT MUST ENSURE THAT SUCH CONTROL IS EFFECTIVELY MAINTAINED.

8) IMPORTANCE OF CONTROL ISSUE NOTWITHSTANDING, ADDRESSEES SHOULD ALSO KEEP CLEARLY IN MIND THAT REVISED FORMAT IS INTENDED TO ENHANCE OPERATIONAL EFFICIENCY OF NIV ISSUING PROCESS. IN THIS REGARD IT IS RECOMMENDED THAT POSTS SHIFT TO STRAIGHT-LINE VISA PRODUCTION WITH SEQUENCE OF STEPS SUCH AS (A) PRELIMINARY SCREENING BY LOCAL, (B) REVIEW AND APPROVAL BY OFFICER, (C) CHECK AGAINST LOOKOUT LIST AND FILES, (D) MACHINE PRINTING OF VISA AND (E) RETURN OF VISAED PASSPORT TO APPLICANT. RANDOM OFFICER SPOT-CHECKING OF ISSUED VISAS BETWEEN (D) AND (E) SHOULD BE AN INTEGRAL PART OF SUCH AN APPROACH. LIMITED OFFICIAL USE

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9) REVISED FORMAT EXPERIENCE ACCUMULATED AT OTHER POSTS HAS DEMONSTRATED SUBSTANTIAL OPERATIONAL BENEFITS. RELIEVED OF NIV SIGNING REQUIREMENT OFFICERS ARE FINDING

THEY HAVE MORE TIME AND ENERGY TO DEVOTE TO THE SCRUTINY OF CASES, THE OVERSEEING OF LOCAL EMPLOYEE FUNCTIONS AND THE MORE EFFECTIVE MANAGEMENT OF THEIR RESPONSIBILITIES. THE RESULT IS A SHIFT IN OFFICER WORK EMPHASIS TO A NEW BASIS WITH LESS MECHANICAL AND MORE SUBSTANTIVE CONTENT. DEPT TRUSTS THAT ADDRESSEES WILL EXPERIENCE SIMILAR FAVORABLE IMPACT FROM ADOPTION OF REVISED FORMAT.

10) FURTHER UNCLASSIFIED INSTRUCTIONS AND INFORMATION ALREADY SENT TO ADDRESSEES. SEE STATE 159067. KISSINGER

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## Message Attributes

**Automatic Decaptioning:** X  
**Capture Date:** 01 JAN 1994  
**Channel Indicators:** n/a  
**Current Classification:** UNCLASSIFIED  
**Concepts:** VISA REGULATIONS  
**Control Number:** n/a  
**Copy:** SINGLE  
**Draft Date:** 04 SEP 1975  
**Decaption Date:** 01 JAN 1960  
**Decaption Note:**  
**Disposition Action:** RELEASED  
**Disposition Approved on Date:**  
**Disposition Authority:** woolflhd  
**Disposition Case Number:** n/a  
**Disposition Comment:** 25 YEAR REVIEW  
**Disposition Date:** 28 MAY 2004  
**Disposition Event:**  
**Disposition History:** n/a  
**Disposition Reason:**  
**Disposition Remarks:**  
**Document Number:** 1975STATE209949  
**Document Source:** CORE  
**Document Unique ID:** 00  
**Drafter:** EBDANE:CLK  
**Enclosure:** n/a  
**Executive Order:** N/A  
**Errors:** N/A  
**Film Number:** D750306-1020  
**From:** STATE  
**Handling Restrictions:** n/a  
**Image Path:**  
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**Legacy Key:** link1975/newtext/t19750983/aaaacvpv.tel  
**Line Count:** 168  
**Locator:** TEXT ON-LINE, ON MICROFILM  
**Office:** ORIGIN VO  
**Original Classification:** LIMITED OFFICIAL USE  
**Original Handling Restrictions:** n/a  
**Original Previous Classification:** n/a  
**Original Previous Handling Restrictions:** n/a  
**Page Count:** 4  
**Previous Channel Indicators:** n/a  
**Previous Classification:** LIMITED OFFICIAL USE  
**Previous Handling Restrictions:** n/a  
**Reference:** 75 STATE 159066, 75 STATE 159067  
**Review Action:** RELEASED, APPROVED  
**Review Authority:** woolflhd  
**Review Comment:** n/a  
**Review Content Flags:**  
**Review Date:** 06 MAY 2003  
**Review Event:**  
**Review Exemptions:** n/a  
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**Review Transfer Date:**  
**Review Withdrawn Fields:** n/a  
**Secure:** OPEN  
**Status:** NATIVE  
**Subject:** REVISED NIV FORMAT: OPERATIONAL CONTROL AND IMPACT  
**TAGS:** CVIS, US  
**To:** CARACAS MULTIPLE  
**Type:** TE  
**Markings:** Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 06 JUL 2006